

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF LOUISIANA

**BANKRUPTCY STANDING ORDER 2006-4**

**ELECTRONIC SERVICE**

The application for a password for the Electronic Case Filing System (ECF) provides that the issuance of an electronic password constitutes a waiver of conventional service of process and that the filer agrees to accept authorized e-mail service in lieu of conventional service. All those who receive an ECF password from the court agree to this language. The present custom among counsel in this district, however, is to provide service by conventional means, i.e., by first class mail, postage prepaid.

The Electronic Case Filing System (ECF) automatically generates a “Notice of Electronic Filing” at the time of docketing upon all parties who have consented to electronic service.

To promote judicial economy and the efficient administration of the cases, as well as to reduce duplication, accordingly,

**IT IS ORDERED:**

(1) Service of the Notice of Electronic Filing upon users who have ECF passwords with the court is the equivalent of service by the electronic filer or the court of the document upon such party by first class mail, postage prepaid, except

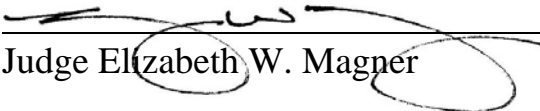
that service of process of a summons and complaint under Fed.R.Bank.P. 7004, or the service of a subpoena under Fed.R.Bankr.P. 9016 by electronic means is insufficient.

(2) The electronic filer must serve the document in paper format upon any party entitled to service who is not registered for electronic service and is not, therefore, listed as a recipient of electronic notice on the Notice of Electronic Filing. Any supplemental certification regarding the service of paper documents must be filed by electronic means.

(3) Any required certificate of service, whether separate or included in the main document, must include the names and addresses of the parties served, and the form of service, as in the attached Exhibit A.

New Orleans, Louisiana, December 13, 2006.

  
\_\_\_\_\_  
Chief Judge Jerry A. Brown

  
\_\_\_\_\_  
Judge Elizabeth W. Magner

## CERTIFICATE OF SERVICE

This is to certify that a copy of the foregoing [insert name of pleading] was served on [date of service] by: [use either #1 or #2 below]

#1. ELECTRONIC FILING through the attached Notice of Electronic Filing by the court's electronic filing system,

and by FIRST CLASS MAIL, POSTAGE PREPAID upon:

Name  
Mailing Address  
City, State, Zip Code

**OR**

#2. ELECTRONIC FILING through the court's electronic filing system upon:

Name	email address
Name	email address
Name	email address

and by FIRST CLASS MAIL, POSTAGE PREPAID upon:

Name  
Mailing Address  
City, State, Zip Code

/s/ Name of Attorney \_\_\_\_\_  
Name of Attorney  
Mailing Address  
City, State, Zip Code  
Phone Number  
State Bar No.

**Exhibit A**